

April 13, 2026

Giselle Hipolito
CITY OF HOLLYWOOD
Department of Public Utilities
Engineering and Construction Services Division
Post Office Box 229045
Hollywood, Florida 33022

Hollywood Southern Regional WWTP
Temporary Sodium Hypochlorite System
City Project No. 9122

Dear Ms. Hipolito:

As requested, Hazen and Sawyer, P.C. (Hazen) is pleased to offer engineering services for the construction management services for the temporary hypochlorite system for the Southern Regional Wastewater Treatment Plant (SRWWTP).

BACKGROUND

As part of the SRWWTP operating permits from the Florida Department of Environmental Protection (FDEP) and Broward County Resilient Environmental Department (BCRED), disinfection is required for surface water discharge and for the production of public access reuse water. Chlorine is a strong oxidizing agent that destroys waterborne disease-causing organisms. The SRWWTP currently uses gaseous chlorine to disinfect the treated effluent prior to ultimate disposal. Based upon the risks associated with the toxic nature of chlorine gas and the condition of the SRWWTP's existing chlorine gas system, the City has decided to replace the chlorine gas system with a hypochlorite system within the existing Chlorine Building. A temporary hypochlorite system is therefore needed in the interim to facilitate demolition of the existing system and construction of the new system. A detailed design has been performed and acceptable bids received, therefore this scope of services provides for services during construction of the temporary hypochlorite system.

SCOPE OF SERVICES

TASK 1 – CONSTRUCTION MANAGEMENT SERVICES

Task 1.1 – Assistance to Contractor for Procuring Agency Permits and Approvals

Hazen shall provide assistance as needed for the approvals described below.

- City of Hollywood Building Division: Hazen shall provide assistance to the Contractor for procuring the Building Division permit from the City of Hollywood's Building Division. Hazen shall coordinate with the Contractor to submit digitally signed and

sealed drawings to the Building Division and prepare drawing modifications in response to any comments, if required.

- Environmental and Development Review: Hazen shall assist the Contractor with submission of the plans to Building Division as needed.

Task 1.2 – Construction Administration Services

Construction administration services are based on a construction period of 18 months. This includes 16 months until Substantial Completion and a further two months for Final Completion.

- General Management – Hazen shall be responsible for coordination and managing general correspondence with the Contractor, subcontractors, City, as well as handling and processing of submittals. This subtask includes requests for contract interpretations and clarifications required by the Contractor or City which do not result in the submittal of formal Requests for Information.
- Contract Interpretations and Clarifications – Hazen shall log requests for information and issue necessary technical interpretations and clarifications of the Construction Contract Documents in a timely manner. Non-technical administrative interpretations shall be provided by City.
- Orders for Change – Hazen shall develop/issue requests for routine project cost and/or schedule changes from the Contractor. Changes may be the result of unforeseen conditions or interferences arising during routine progress of work or additional improvements requested by City after the project bid date and processed as Change Orders or Field Orders. Hazen shall evaluate the impact of the change request in terms of project cost and schedule. Hazen shall prepare a recommendation of the change request and if accepted, a statement noting that the requested cost/schedule impacts are fair and reasonable. Hazen analysis of the change request shall be forwarded to City for processing. It is noted that Hazen's Scope of Services does not include claims analysis or litigation support.

Task 1.3 – Submittal Review

Hazen shall perform the following submittal review tasks detailed below.

- Shop Drawings – Hazen shall log, track, review and process shop drawings, manufacturer operation and maintenance manuals, and any other submittals which the Construction Contractor is required to submit. The review shall be for conformance with the design intent and compliance with the information presented in the Construction Contract Documents. Hazen shall determine the acceptability of materials and equipment proposed by the Construction Contractor.
- Pay Requests – With concurrence and validation from the RPR and Hazen's limited field observations, Hazen shall review applications for payment and accompanying data, determine the amounts owed, and recommend approval of payments due the

Contractor. It is understood that Hazen's recommendation of any payment requested in an application for payment constitutes a representation by Hazen to the City, based on Hazen's on-site observations of construction in progress as an experienced and qualified professional and on Hazen's review of the application for payment and the accompanying data and schedules, that construction has progressed to the point indicated. In addition, it is understood that to the best of the Hazen's knowledge, information and belief, the quality of construction is in substantial accordance with the Contract Documents; subject to an evaluation of construction upon substantial completion, to the results of any subsequent tests called for in the Contract Documents, and any qualifications stated in the recommendation; and that the Contractor is due the amount recommended. This activity includes review and recommendation of one payment application per month of construction and one final payment application.

- Record Drawings – Hazen shall review red line record drawings prepared and maintained by the Contractor on a monthly basis.

Task 1.4 – Construction Meetings

Hazen shall attend meetings as follows:

- Preconstruction Conference – Hazen shall conduct a preconstruction conference attended by representatives of City and the Construction Contractor. Hazen shall provide the attendees with a written summary of the meeting which will be distributed electronically.
- Construction Progress Meetings – Hazen shall conduct bi-weekly progress meetings with the Construction Contractor and the City to review project status and identify issues that may affect the project schedule. Hazen shall provide City with a written summary of each progress meeting which will be distributed electronically to the attendees, including updated versions of submittal and RFI logs. It is anticipated that the schedule for progress meetings will be monthly for 18 months.
- Pre-Pour Concrete Conference – Hazen shall conduct a pre-pour concrete conference attended by the construction contractor and representatives of the City. Hazen shall provide the attendees with a written summary of the meeting which will be distributed electronically.

Task 1.5 – Field Observation Services

Hazen shall conduct periodic on-site observations of construction to assist in determining if construction is proceeding in substantial accordance with the Contract Documents. Periodic observations for this effort are based on six hundred (600) hours of observation over the allowable 18 month construction period. It is important to note that in performance of the duties outlined herein, Hazen shall not:

- Undertake any of the responsibilities of Contractor or its subcontractors, nor direct any of their work

- Advise on or issue directions pertaining to any aspect of the means, method, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents
- Advise on, or issue directions about, safety precautions and programs related to the Contractor's Work
- Approve any interruptions or modification of City's facilities without the approval of City

This scope of services is based upon the assumption that the City shall provide a full-time (8 hours per day, 5 days per week) Resident Project Representative (RPR) to provide field observation services of the proposed Work. The RPR will perform the following duties and responsibilities:

- Attend pre-construction conference, progress meetings and other job conferences
- Perform daily inspections and serve as the construction liaison, working primarily with the Contractor(s) superintendent(s) and plant staff
- Conduct on-site observations of construction in progress (including specialized field tests) to assist in determining if construction is proceeding in substantial accordance with the Contract Documents
- Review all approved submittals and inform the Contractor whenever the RPR believes that construction is unsatisfactory, faulty or defective, does not conform to the Contract Documents, does not meet the requirements of any inspections, tests or approval required to be made, or has been damaged before final payment
- Immediately inform the Contractor upon the commencement of any construction requiring a submittal, if the submittal has not been accepted
- Visually review quantity, suitability and method of storage of materials, equipment and supplies delivered to the construction site
- Observe, record, and report appropriate details relative to testing and start-up procedures
- Prepare and submit daily reports and project photographs to Hazen and maintain a daily diary or log book, recording hours on the job site, weather conditions, data pertaining to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in observing test procedures. Record names, addresses and telephone numbers of Contractor, subcontractor and major supplier personnel. Reports and photographs will be provided to Hazen on a weekly basis.
- Assist in obtaining additional details or information when required at the job site
- Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project(s), and record the outcome of these inspections in the daily report
- Review applications for payment with the Contractor for accuracy, back-up detail and completeness

- Document During the course of construction, verify that certificates, warranties, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed
- Before issuance of a determination of substantial completion, prepare a list of items requiring completion or correction, in concert with the City. Participate in the final inspection
- Coordinate with the City and Contractor for necessary shutdowns and interruptions of City facilities.

Specialty Inspections: Hazen shall undertake periodic specialty site inspections sufficient for all Engineers of Record to certify completion of the job for each discipline and to address issues that occur in the normal course of construction.

Special Inspector Services: Hazen shall provide Special Inspector Services as needed and outlined in the Broward County Administrative Code and the Florida Building Code. Hazen shall prepare and submit the form “Special Building Inspector” as required by the City of Hollywood’s Building Division as well as signed and sealed inspection reports as required. In addition, a Certificate of Compliance shall be submitted in accordance with Section 109.11.7 of the Florida Building Code at the conclusion of the project.

On Site Startup Services: Hazen shall monitor startup activities and shall participate during the station startup phase of the project. This shall include such activities as signal loop testing including electrical and instrumentation terminations, instrument calibrations, coordination of new signals with existing SCADA system, pump field testing, and process tuning during startup.

Task 1.6 – Closeout Services

Punchlist: Upon receiving notice from the Contractor that the project is substantially complete, Hazen, in conjunction with appropriate City staff, shall develop a “punch list” of the project. The “punch list” shall include items needing completion or correction prior to consideration of final acceptance. Hazen shall develop the list with assistance from City. Upon notification from the Contractor that all remaining “punch list” items have been resolved, Hazen, in conjunction with appropriate City staff, shall perform a final review of the finished project.

Operation and Maintenance Manual: Hazen shall develop an Operation and Maintenance Manual for the Temporary Sodium Hypochlorite System. This manual shall include general operational procedures and shall consolidate maintenance information, catalogs, and cut sheets for the equipment. One (1) electronic copy of each draft Operation and Maintenance Manual will be presented to the City. Hazen shall meet with the City to receive and discuss City’s review comments. Hazen shall incorporate into the final version the review comments from the City as required. One (1) electronic PDF version of the final Operation and Maintenance Manual shall be provided.

Project Certifications: Based on successful completion of all outstanding work items by the Contractor, Hazen shall assist in closing out the construction contract by certifying final construction to jurisdictional agencies including the following:

- City of Hollywood Building Division – Special Inspector Certificate of Compliance
- Broward County Public Works and Environmental Services Department
 - Submittal of as-built or record drawings
- Florida Department of Environmental Protection
 - Notification of Completion of Construction for Wastewater Facilities or Activities – Form 62-620.910(12)
 - Notification of Availability of Record Drawings and Final Operation and Maintenance Manuals – Form 62-620.910(13)

Record Drawings: Hazen shall prepare and distribute to the City within thirty (30) days of the date of receipt of final, marked-up red-lined field drawings from the Contractor, an electronic PDF version of the record drawings. Hazen shall also deliver the AutoCAD electronic version of the record drawings. The record drawings shall incorporate those changes made during the construction process, based on marked-up prints, drawings, and other data furnished by the Contractor and City to Hazen.

KEY ASSUMPTIONS

- Hazen shall not be responsible for the acts or omissions of any construction contractor, any construction subcontractor, the City's RPR, outside inspectors or any other person (except Hazen's own employees, subconsultants or agents) at the project site
- Hazen shall not be responsible for construction contractor's means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto. Hazen shall issue all technical instructions to the Contractor and shall interpret all technical requirements of the Construction Contract documents.
- Hazen services during construction are provided on the basis that consulting services are minimized and that City staff provide support and direction during construction. This work order was prepared on the basis that City will provide daily inspection and financial tracking and administration.
- Use of collaborative software for document control and record keeping is not included
- Normal 8-hour workdays, 5 days per week are assumed
- The selected Contractor will maintain full responsibility for meeting safety and environmental regulations and conditions
- The selected Contractor will be required to coordinate its work efforts with the City or its agent as required to allow for the timely construction observation of work
- The City's RPR will receive and review Contractor applications for payment

COMPENSATION

The engineering services for this project will be performed on a Not-to-Exceed basis in the amount of \$298,981. A fee breakdown is attached.

SCHEDULE

Engineering services for the project will be performed as part of the Professional Services Agreement for General Engineering Hazen Services (Agreement) dated October 2023 under Service Area 1 – Wastewater Treatment Plant Projects. Services provided by Hazen and Sawyer, P.C. shall be limited to those services specifically identified in this work order.

PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, A DESIGN PROFESSIONAL WHO IS AN INDIVIDUAL EMPLOYEE OR AGENT OF CONSULTANT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS CONSULTANT PROFESSIONAL ENGINEERING SERVICES CONTRACT.

We look forward to your reply. In the meantime, should you have any questions, please contact us.

Very truly yours,

HAZEN AND SAWYER, P.C.



J. Philip Cooke, P.E.
Vice President

c: *File No. 4321/1.0*
J. McMahon

Attachment

